

### Special Look or List Shift Requests

Officers who are out of looks but feel they were disadvantaged and/or unfairly considered during one of their previous looks may request an additional look. This request must be in the form of a Letter to the Board President explaining why the officer was disadvantaged. If the additional look is granted, the officer will be considered with the 2<sup>nd</sup> Look cohort. The governing instruction for submitting a Special Look request is MILPERSMAN, Article 1301-804. For list shift requests, use the format below but adjust the Subject line to read "LIST SHIFT REQUEST FOR FY-17 SURFACE COMMANDER COMMAND SCREENING BOARD." Do not include SSNs or last 4 of SSNs on correspondence. **Special Look and List Shift requests for the FY-17 Commander Command Board must be received by PERS-41 NLT Friday, 06 November 2015 to be considered by the Board. If you have not notified LCDR Andrew Roy about your intent to request a special look or a list shift, email him ASAP:**

[andrew.t.roy@navy.mil](mailto:andrew.t.roy@navy.mil)

#### **Special Look Request Sample Letter to the Board**

Date

From: "Rank" John P. Jones, USN, Designator  
To: President, FY-17 Surface Commander Command Screening Board  
Via: Director, Surface Officer Distribution Division (PERS-41)

Subj: REQUEST FOR ADDITIONAL LOOK FOR FY-17 SURFACE COMMANDER  
COMMAND SCREENING BOARD

Encl: (1) List any supporting enclosures or letters of recommendation.

1. I respectfully request consideration for Commander Command Screening during the FY-17 Surface Commander Command Screening Board. Enclosure (1) is provided in support of my request.
2. I was disadvantaged during my previous looks due to/by ... or my record was unfairly considered during the normal screening process due to/as a result of ...

\\S\\  
JOHN P. JONES

## Letters to the Board

**The cutoff date for submission of all other correspondence to the board is Friday, 20 November 2015. Submit correspondence to the board's collective email:**

**[swo cdr cmd board@navy.mil](mailto:swo cdr cmd board@navy.mil)**. Use the format below for sending correspondence to the board, or for forwarding letters to the board on your behalf. \*\*The board cannot accept 3<sup>rd</sup> party correspondence, so any letters of recommendation must be forwarded using a cover letter from the member.\*\* Do not include SSNs or last 4 of SSNs on correspondence.

### **Sample Cover Letter to the Board**

Date

From: "Rank" John P. Jones, USN, Designator

To: President, FY-17 Surface Commander Command Screening Board

Subj: INFORMATION FOR CONSIDERATION BY THE FY-17 SURFACE COMMANDER  
COMMAND SCREENING BOARD

Encl: (1) Commander, LASTSTRIKEGROUP Letter of Recommendation  
(2) Award dated XX YYY ZZ.

1. Enclosure (1) and (2) are forwarded for consideration by the FY-17 Surface Commander  
Command Screening Board.

\\S\\  
JOHN P. JONES

### **Letter of Recommendation to the Board**

Date

From: Commander, LASTSTRIKEGROUP

To: President, FY-17 Surface Commander Command Screening Board

Via: "Rank" John P. Jones, USN, Designator

Subj: LETTER OF RECOMMENDATION ICO John P. Jones